



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

PLEASE POST CONSPICUOUSLY
November 15, 2017

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Legislative Aide
Common Council

The **Common Council** has one (1) vacancy for the position of **Legislative Aide** at a rate of **\$40,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is an unclassified class Civil Service position.

Anyone who is interested in applying for this job should submit a resume and application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, December 14, 2017.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, DECEMBER 14, 2017.
An Equal Opportunity /Affirmative Action Employer

LEGISLATIVE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as an aide to the Common Council, working closely with the members of the Common Council under the direction of the President Pro Tem and the Clerk of the Council. The incumbent performs administrative and clerical functions for the Council as assigned by the President Pro Tem and Council Members to ensure the proper and efficient functioning of the Council, compliance with applicable laws, and effective communication with the public and other elected officials. Attendance at Common Council meetings is required. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assist with the legislative process including the scheduling and notice of all meetings, the timely preparation of minutes;
- Attend and report on Common Council meetings and caucuses, and draft committee reports and prepare committee-related correspondence as requested by the Chair of Council Committees or President Pro Tem;
- Conduct research to inform pertinent legislation upon request;
- Prepare and distribute Committee and Council meeting packets;
- Record Committee and Council meetings and maintain files;
- Prepare official correspondence for the Council;
- Gather necessary information from City and other departments and resources as needed by Council members to assist with the consideration of legislation, budgets, and other city-related issues;
- Receive, analyze and reply to a variety of correspondence, usually of a confidential and/or non-routine manner;
- Perform other functions as needed for the proper and efficient functioning of the Council and interaction with city agencies;
- Regularly update and maintain social media sites pertaining to Council matters;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Good knowledge of business English, spelling and punctuation;
- Good computer skills, including proficiency with excel, word processing and desktop publishing, and legislative software;
- Excellent communication skills, both verbal and written;

- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree in public administration, political science or a closely related field; **OR**
- (B) Graduation from a regionally accredited New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in public administration, business administration, political science or a closely related field and two (2) years experience in legislative process; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in legislative process; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (a) and (b) or (c) above.

Rev: 11/14/17